

For information on becoming a Management Analyst, see [Sources of additional information](#) within this brochure.

For information on youth employment opportunities, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

**Berlin (752-5500)**

[151 Pleasant St., PO Box 159, 03570-0159](#)

**Claremont (543-3111)**

[404 Washington St., PO Box 180, 03743-0180](#)

**Concord (228-4100)**

[10 West St., PO Box 1140, 03302 - 1140](#)

**Conway (447-5924)**

[518 White Mountain Highway, 03818-4205](#)

**Keene (352-1904)**

[109 Key Rd., 03431-3926](#)

**Laconia (524-3960)**

[426 Union Ave., PO Box 760, 03246-2894](#)

**Lebanon (448-6340)**

[85 Mechanic St., Ste.4, 03766-1506](#)

**Littleton (444-2971)**

[646 Union St., Ste.100, 03561-5314](#)

**Manchester (627-7841)**

[300 Hanover St., 03104-4957](#)

**Nashua (882-5177)**

[6 Townsend St., 03060-3285](#)

**Portsmouth (436-3702)**

[2000 Lafayette Rd., 03801-5673](#)

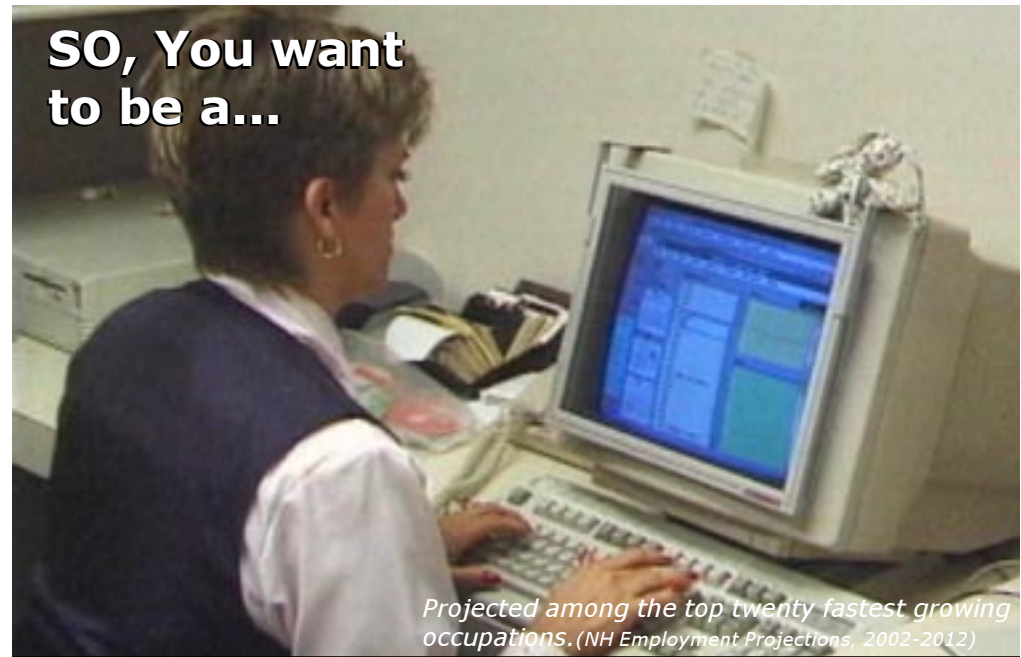
**Salem (893-9185)**

[29 South Broadway, 03029-3026](#)

**Somersworth (742-3600)**

[243 Rt.108, 03878-1512](#)

**SO, You want  
to be a...**



*Projected among the top twenty fastest growing occupations. (NH Employment Projections, 2002-2012)*

## **Business, Management & Administration Management Analyst**



**New Hampshire**

**Here are  
a few things  
you should know.**

You'll want to know a few things about this career.

Avg Hrly Wage:

\$35.54

Expected

Growth Rate\*:

53%

Avg Annual

Openings:

116

Training/Educ

Needed:

Degree plus experience or Military

To see what programs are available go to

[www.nhes.state.nh.us](http://www.nhes.state.nh.us),

(NHnetwork)

Basic Skills:

Reading, listening, writing, speaking, math.

Job Skills: Self-motivated and disciplined, analytical, ability to get along with varied groups, strong oral and written communication, good judgement, time management, creativity. (OOH) Speaking, systems evaluation, critical thinking, operations analysis, complex problem solving, active learning, monitoring.

SO, You want to be a...

# Management Analyst

*Projected among the top twenty fastest growing occupations. (NH Employment Projections, 2002-2012)*

## TASKS

1. Reviews forms and reports, and confers with management and users about format, distribution, and purpose, and to identify problems and improvements.
2. Develops and implements records management program for filing, protection, and retrieval of records, and assures compliance with program.
3. Interviews personnel and conducts on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
4. Prepares manuals and trains workers in use of new forms, reports, procedures or equipment.
5. Designs, evaluates, recommends, and approves changes of forms and reports.
6. Recommends purchase of storage equip. and designs area layout to locate it in space available.
7. Plans study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.
8. Gathers and organizes information on problems or procedures.
9. Analyzes data gathered and develops solutions or alternative methods of proceeding.
10. Documents findings of study and prepares recommendations for implementation of new systems, procedures, or organizational changes.
11. Confers with personnel to ensure successful functioning of newly implemented systems or procedures.

[www.onetcenter.org](http://www.onetcenter.org)

[www.onetcenter.org](http://www.onetcenter.org)

Interests  
(Holland Code):

IEC

(Investigative, Enterprising, Conventional)

Interest Area:

Business & Administration

Working Condi-

tions: Pleasant and comfortable clean, well lit offices, frequent travel.

Avg Work

Week: at least 40hrs (Some may work days, evenings and weekends when project deadlines are approaching.)

Sources of additional info: NH Employment Security (Contact office nearest you or go online to [www.nhes.state.nh.us](http://www.nhes.state.nh.us)).

Association of Management Consulting Firms, 380 Lexington Ave., Ste.1700, New York, NY 10168 ([www.amcf.org](http://www.amcf.org)).

Institute of Management Consultants USA Inc., 2025 M St. NW, Ste.800, Washington, DC 20036. ([www.imcusa.org](http://www.imcusa.org)).

**NHCRN**  
New Hampshire Career Resource Network  
Employment Security Rick Ricker (603) 229-4489  
[www.nhes.state.nh.us/elmi/nhcrn/index.htm](http://www.nhes.state.nh.us/elmi/nhcrn/index.htm)